

CITY OF LINCOLN

LIBRARY MEDIA TEACHER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general direction, plans, organizes, coordinates, and directs the day-to-day operations and activities in a specialized service area of the library. Performs advanced professional library activities, cataloging, reference, circulation, programming, and collection development; Develops, coordinates, and supervises staff; Performs other related duties as required.

DISTINGUISHING FEATURES:

The Library Media Teacher is a professional managerial position in the Library Department. This position administers, supervises, coordinates, and is responsible for providing quality technical and public services. Incumbents are expected to independently perform full professional duties in addition to supervision and management of school and children's services.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Director of Library Services or his/her designee. Including direction in the implementation of Federal and State laws, codes and regulations. Supervises professional, paraprofessional, volunteer, and other personnel as assigned. May be responsible for the operation of the library in the absence of the Director of Library Services.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, organizes, coordinates and directs the day-to-day operations and activities of the young adult, children, and school's services area and its staff.
- Acts as the librarian to the Twelve Bridges High School and liaison to Western Placer Unified School District by working with the other school library staff and advocating library services to the district.
- Provides instruction and interpretation of library policies and procedures for library staff and patrons.
- Participates in the hiring process, by reviewing applications, conducting interviews, and recommending the appointment or promotion of staff.
- Promotes and provides effective, courteous service and cooperation to meet the needs of the patrons, students, faculty, and staff.
- Responsible for overseeing a large collection budget of at least \$50,000.
- Assists in the preparation for the annual library budget submittal.
- Solves complex and sensitive library problems independently.

- Plans, develops, coordinates and implements programs designed to serve educators, parents, and children from pre-school through the high school level.
- Fosters literacy, encourages reading, provides materials and teaches the effective use of the public library.
- Exercises professional skills, initiative, and independent judgment.
- Provides reference and reader's advisory services to library patrons.
- Provides collection development for assigned area and purchase suggestions to other selectors as needed.
- Establishes and maintains records and prepares reports.
- Listens, communicates, and interacts positively with co-workers to enhance effectiveness of work unit and to promote productivity of work team.
- Seeks out grants and external funding opportunities for the support and enhancement of the library, including those that provide services to all our partners.
- Prepares and coordinates schedules with other areas of the library.
- Staffs the public services desks including Children's, Reference, and Circulation when scheduled.
- Provides outreach to schools and other organizations on behalf of the public library.
- Conducts and attends regular team meetings, including management and technology advisory committees.
- Participates in continuing education opportunities to improve and learn new professional and technical skills.

Special Conditions

May be required to work some evenings and weekends.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. This position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Library Media Teacher. A typical way of obtaining the required qualifications is to possess the equivalent of the following: a Bachelor's degree from an accredited university, possession of a California Teaching Credential with a Library Media Teacher Services Credential, and 3+ years professional library experience in a school or public library. A Master's degree in Library Science from an American Library Association accredited university and supervisory experience are highly desirable.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

Knowledge of:

Principles, policies, and procedures of a public library; library cataloging, classification, collection development, and reference; effective and positive customer service; budget preparation, implementation, and monitoring; library equipment, software, and resources used for circulation, cataloging, collection development, and reference; the internet and its resources; public service procedures and practices; information resources; computer systems and programs; management, supervision, training, evaluation, and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; modern and standard office procedures, practices, software, and equipment; record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Share a love of libraries; keep up with the latest technology; develop leadership, organizational, and decision-making skills; develop and implement Library programs and services; research, and utilize equipment, software, collections, and other library acquisitions; perform both technical and analytical library tasks; interpret and apply administrative and departmental policies and procedures; analyze situations appropriately and adopt effective courses of action; implement, explain and apply applicable laws, codes, regulations, and policies; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; develop or revise procedures to improve effectiveness and comply with changes; prepare reports, grants, and keep accurate records; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze complex issues and develop and implement an appropriate response; work with staff and patrons from diverse backgrounds and cultures; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.

Salary Range:	23
FLSA:	Exempt
Employee Group:	Mid Management/Confidential Self-Represented Unit
Adopted:	